

Saint John's UMC is an inclusive, vibrant congregation in north central Austin. We are creating a community where God's love changes people and God's people change the world. We honor unique identities, experiences, and perspectives.

Facilities Manager

Location: North Central Austin, TX

Job Type: Full-Time, 40 hours per week

Salary Range: \$54,000 - \$60,000 per year (depending on experience)

Saint John's UMC is a vital congregation in north central Austin seeking to create a community where God's love changes people and God's people change the world. We are currently seeking a dedicated and proactive Facilities Manager to oversee the maintenance and operations of our church facility and four church-owned houses.

Position Purpose: The Facilities Manager will ensure a comfortable, safe, clean, and functioning environment for our members, staff, and visitors, managing all facilities within the Finance Committee-approved budget. This role is crucial for the seamless operation of our church activities and the upkeep of our properties.

Key Responsibilities:

- **Maintenance & Repairs:** Promptly resolve or coordinate vendor services for electrical, plumbing, HVAC, building access, elevator, and appliance issues.
- **Vendor Management:** Manage and contract repair/installation services, and schedule preventative maintenance and annual inspections (HVAC, irrigation, elevator, back flow valves, pest control, etc.).
- **Cleaning & Logistics:** Monitor cleaning services, order/stock janitorial/kitchen supplies, and manage facility setups/teardowns for meetings and events.
- **Budgeting & Reporting:** Develop the annual Buildings and Grounds budget and present a monthly facilities manager's report to the Board of Trustees.
- **Team Supervision:** Supervise the Facilities Maintenance Assistant, develop cleaning schedules, and assign tasks to manage the overall workload.
- **Operational Support:** Assist with Sunday morning coffee/water setup, help secure the facility during services, manage the church calendar/room reservations, and assist with minor A/V and IT/TV monitor issues.

Minimum Requirements:

- Basic knowledge of HVAC systems, building automation systems (BAS), electrical wiring/lighting, plumbing, and computers.
- Ability to prioritize and manage multiple, simultaneous projects effectively.
- Working knowledge of Windows PCs and Microsoft Office products.
- Good interpersonal skills to foster positive relationships with members and staff.
- Ability to physically lift a minimum of 30 pounds.

To Apply: Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to the Business Administrator via email at sherry@stjohnsaustin.org or through the church office located at 2140 Allandale Rd, Austin, Tx 78756